

# OFFICER BASIC COURSE (OBC) GUIDEBOOK

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# **TAB A**

## **Welcome Letters**

**DEPARTMENT OF THE ARMY**  
E Company, 16<sup>th</sup> Ordnance Battalion  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, Maryland 21005-5201

**Commander's Welcome Letter**

Fellow Officers:

As the Commanding Officer of E Company, 16<sup>th</sup> Ordnance Battalion, I extend you a gracious welcome to Aberdeen Proving Ground (APG), MD. I hope that you will find your stay here both professionally and personally rewarding. The Echo Company Staff and I are here to assist you with administrative and personal issues, and to ensure that all your military and personal needs are met. As commander, I am responsible for your health, morale, and welfare during your tenure at the Ordnance Basic Course (OBC). You will find the OBC academic program both intellectually challenging and stimulating. All subject areas taught will prepare you to carry the Ordnance flame well into the 21<sup>st</sup> Century.

I take pride in the State of Maryland and enjoy telling students and visitors that the area locations for sightseeing are terrific. If you are someone who enjoys traveling and experiencing new and exciting areas, you will thoroughly enjoy your stay at APG. APG is within close traveling distance to the great cities of Baltimore, MD; Philadelphia, PA; Washington, DC; and New York City, NY.


I encourage you to visit the Ordnance Mechanical Maintenance School website at [www.goordnance.apg.army.mil/16index.html](http://www.goordnance.apg.army.mil/16index.html). The website is designed to assist you in your search for information about OBC and APG. It also informs you about problems that OBC students frequently encounter during initial course inprocessing. Please take a moment to browse the different subject areas linked to this site. At a minimum, look at the frequently encountered problems section so you can report to OBC prepared to start class.

I look forward to meeting you and wish you safe travel to APG. If you have any questions, feel free to contact any member of my staff toll free at 1-800-392-2015 ext. 2671/3979/4294/5625 or DSN 298-2671/3979/4294/5625. Our fax number is (410) 278-2074/5502 or DSN 298-2074/5502. You can also reach me via email at [thomas.stocks@ocs.apg.army.mil](mailto:thomas.stocks@ocs.apg.army.mil).



THOMAS V. STOCKS  
CPT, OD  
Commanding

## **Aberdeen Proving Ground**

Aberdeen Proving Ground (APG) is the Army's oldest active proving ground, established on October 20, 1917, six months after the United States entered World War I. The city of Aberdeen sits on the northwestern bank of the Chesapeake Bay between the Susquehanna and Gunpowder Rivers. The installation comprises two principal areas separated by the Bush River. The northern area is the Aberdeen Area and the southern sector is the Edgewood Area. As a center for Army Materiel Testing, laboratory research, and military training, the post is an essential element in the nation's defense. Known as the "Home of Ordnance," APG has been training Ordnance personnel since 1918. The Edgewood Area has been a center for chemical warfare research and development since it was established. The City of Aberdeen is about twenty miles north of Baltimore, MD, and a forty-five minute drive from Washington, D.C. Located on the tip of the Chesapeake Bay, it is in close proximity to Philadelphia, New York City, and New Jersey. 


**TAB B**

**THE UNOFFICIAL  
ORDNANCE OBC GUIDE**

## The Unofficial Ordnance OBC Guide Aberdeen Proving Ground, Maryland 21005

19 July 2002

Welcome to the HOME OF ORDNANCE! This guide is prepared by Ordnance OBC Lieutenants for Ordnance OBC Lieutenants. It is meant to give you helpful hints for getting through the course. We learned the following the hard way . . .

1. We strongly suggest that you bring a POV with you if possible. Everything you need on post is within [walking distance](#) from your living quarters; however, you will not want to stay on APG during the weekends. Also, you may want to eat at some of the local restaurants, and doing so will require a vehicle. “Bumming” rides from classmates works most of the time, but it is not always possible.
2. Aberdeen Proving Ground is a small post and you will see everything there is to see on post within the first week, including the Post Exchange ([PX](#)), commissary, gym, gas station, Kirk U.S. Army Heath Center, bowling alley, theater, library, and the classrooms. The small towns of Aberdeen, Edgewood, Havre de Grace, and Bel Air are located in the immediate vicinity of APG. These towns have shopping centers, restaurants, movie theaters, and nightclubs; however, they will get old fast. Baltimore, Washington D.C., and Philadelphia are within driving distance of APG. If you have never been to these cities, we recommend that you make it a point to visit them!
3. The general consensus among married students is LEAVE YOUR SPOUSE AT HOME, unless there are special circumstances (health concerns, pregnancies, etc.). Spouses get very bored unless they find employment. Additionally, [housing](#) for married OBC students is limited, so there is no guarantee that you will be able to live on post. The only other alternative is living off post, and that can be very expensive. Not only would you have to pay rent, you would also have to rent furniture and purchase small household items. Remember, you are only authorized to move [600 pounds](#) into or out of APG!
4. Make sure you come to OBC in good physical condition. At a minimum, you should be able to pass an [APFT](#). [PT](#) is conducted Monday through Friday at 0515. The APFT is administered three times during the course. The first is a diagnostic and will occur during the first week of class. The second is a mid-course **record** APFT. The third is your end-of-course record APFT. If you don’t pass the end-of-course **record** APFT, you will be given an opportunity to retest; however, if you don’t pass the retest, you may not graduate!!!
5. Bring a computer with you if you have one (preferably a laptop). You have many writing assignments, and it is a hassle trying to share a computer with a classmate.
6. As soon as you receive your orders, you should contact any military post nearby to arrange for shipment of your household goods. You may ship 600 pounds to Aberdeen Proving Ground. Anything in excess of that must be packed, placed in temporary storage, and eventually shipped 

to your first duty assignment. If you are bringing a POV, you may want to consider doing a Do-It-Yourself (DITY) move. Your local transportation office can give you the details.

7. Be prepared to pay for such military uniforms as dress blues, Class A uniform, and BDUs if you do not already have a full issue. You will be given a one-time uniform allowance of \$300 to cover the cost of these uniforms; however, these uniforms can cost anywhere from \$600 to \$1000. [Clothing Sales](#) will have most everything you need, but they sell out of items quickly. It is recommended that you attempt to purchase your uniforms prior to your arrival at APG. NOTE: To receive the uniform allowance, you must have completed a physical exam in the two years prior to your commissioning, and the date of that physical must be annotated on your orders.

8. The patch to be sewn on the left shoulder of your uniform is the Ordnance Center and School patch. Active duty officers may change their patch to their gaining unit patch 10 days before graduation. National Guard and Reserve officers may wear their unit patch if they are assigned to a unit.

9. We don't recommend that you arrive too early to OBC. Make sure that you have at least 20 copies of your orders. Use any extra time you have after your arrival to familiarize yourself with the post.

10. Classes at OBC usually run from 0730 to 1700, Monday through Friday. Weekends will usually be free. The course workload is moderate. An hour or two of reading/homework each night should be enough to pass the course. Most of the course is taught in the classroom. There is five day FTX to reinforce classroom instruction on Ordnance Company Defense.


11. The course is broken down into different blocks of instruction. Each block lasts about a week or so and concludes with an exam. Exams are usually multiple choice with some questions requiring short answers. You must pass with a minimum of 70%.

#### General Information:

- E Company runs the administrative part of your tour at OBC. The staff is very busy and needs time to take care of any questions or matters you bring to them. There are usually 100-150 lieutenants at OBC at any given period, not to mention all of the warrant officer courses, branch qualification, advanced courses, etc. There are currently five cadre members and the company commander to handle the needs of all the students.
- The Ordnance Center and School, Command and Staff Department runs the academic portion of the course. Classes will have a Trainer Advisor Counselor (TAC) Officer who keeps academic records on the entire class. There is also a course director who manages all of the classes and revises materials taught in class. **Make sure you keep both the administrative chain of command, as well as the academic chain of command informed of any situation that may affect your performance while at OBC.**

- There are several AIT companies at APG. AIT students are not allowed to have tobacco products, and no one is allowed to use tobacco products while in the presence of, or in the vicinity of AIT students.
- There are Air Force and Marine Corps detachments located at APG. Customs and courtesies will be observed with these individuals as well as Army personnel.
- While in billeting, get to know your maid. Oftentimes your maid will do little “extras” for you if you treat her well.
- Be prepared to purchase such items as a red lens flashlight, 100-mile hour tape, 550 cord, poncho liner, and other field expedient items. They will make your time in the field much easier.
- Take care of your current bills and your next month’s bills prior to reporting here. You may not receive pay right away.
- Familiarize yourself with such things as TDY, leave, pay entitlements, etc. These are things that you will have to know to survive in the military.
- Once you arrive and have established some points of contact, ensure that your family knows who they can contact in an emergency.
- You may either rent a post office box or receive your mail at E Company. Your E Company address will be as follows:

Your Name/Rank  
E CO, 16<sup>th</sup> Ordnance Battalion  
Class #  
APG, MD 21005

We hope you find this information useful and adequate. Good luck at OBC and in the future.  
GO ORDNANCE! 

**TAB C**

**PRIOR TO ARRIVAL AT APG**


## Orders

Active Duty – active duty officers should receive orders no later than 30 days prior to their school report date. Upon receipt of orders, you should ensure that the following information is included and is correct:

- Name
- Social security number
- Grade
- Date of appointment (NOTE: This date should be the same as your commissioning date on the Oath of Office)
- Date you will enter active duty
- School report date
- Duty assignment (NOTE: Most orders will assign you to an Officer Replacement Section; however, if you are reporting to Europe you should have a pinpoint assignment prior to graduation from the Ordnance Course to facilitate proper household goods transportation arrangements. Pinpoint assignments will not necessarily be annotated on the original orders, which means that you will need to contact the following to determine a pinpoint assignment and then request an amendment to your orders:  
Europe – [HTTP://144.170.217.12/Pages/Opmd\\_New/Opmd.htm](http://144.170.217.12/Pages/Opmd_New/Opmd.htm)
- Duty assignment report date (NOTE: This date should be 30 days after graduation from the Ordnance Course. You should contact Echo Company to determine graduation date.)
- Accounting classification (NOTE: This code enables you to receive your initial clothing allowance, travel, and TDY pay.)
- Date of last physical

### National Guard and Army Reserve Active Duty for Training (ADT)

Payment for the period of active duty to attend this course is based on information that is contained in your orders. Please ensure the following items are correct or request amending orders as soon as possible to alleviate problems prior to reporting for active duty.

- Name
- Social security number
- Grade (NOTE: If you have had over four years enlisted service, be sure this is stated in your orders)
- Pay Entry Basic Date (PEBD) – Verify date shown is correct.
- Physical date – Verify that this is not prior to the start date of the course.
- Period of active duty – Verify that your orders show the correct period of the course or, if stated in number of days, the correct number of days are shown.
- Accounting Classification
- Security Clearance 

You are reminded that you should not report to the unit prior to the effective date stated on your orders. Officers arriving early will not receive pay or allowances for days not covered on their orders. All NG/RC students returning to their home stations are authorized only one day of travel unless otherwise stated on the orders. ←

## Transportation of Personal Property

Once you receive your orders, you need to make arrangements with the nearest military transportation office for the shipment of your household goods to your next permanent duty assignment. **All officers on Temporary Duty (TDY) are authorized to ship 600 pounds into or out of Aberdeen Proving Ground.** It is recommended that any personal items in excess of 600 pounds be shipped to your next permanent duty station, otherwise you will be charged for the excess weight if you use professional movers, or you will not be given credit or paid for the weight if you move it yourself (DITY move). **NOTE: All military manuals, military equipment, and computers (if they are used in the execution of your professional duties) are considered “professional items” and will not count against your authorized shipping weight.** If you move these items yourself (DITY), and these items combined with other personal items exceed 600 pounds, you **will not** be reimbursed for moving them. If you decide to use a professional moving company to transport professional items with your personal items and the weight exceeds your authorized shipping weight, you **will not** be charged for the extra weight. Following is an example:

2LT John Doe is married with two children. He is preparing to attend OBC and is planning to take his family with him to Aberdeen Proving Ground. He is authorized to move 600 pounds to APG, and his authorized shipping weight for a permanent change of station to his first duty assignment following OBC is 13,500 pounds. He owns 14,200 pounds of household goods. Of the 14,200 pounds, 200 pounds consists of professional items which he decides to take to OBC. He wants to do a DITY move to Aberdeen Proving Ground and a commercial move to his first permanent duty station.

To APG – 600 pounds personal items (i.e.: clothing, microwave, pots/pans, etc)  
200 pounds professional items

To first permanent assignment – 13,400 pounds household goods (i.e. furniture, books, etc.)

2LT John Doe will be paid to move the 600 pounds of personal items to APG, and the government will pay to move the 13,400 pounds of household goods to his first permanent assignment. He will not get reimbursed for the cost of moving the 200 pounds of professional weight via DITY move.

**Entitlements:** Shipping weight and authorizations are established under the provisions of the Joint Federal Travel Regulations (JFTR) and can be found on the internet at [www.dtic.mil/perdiem/jtr.html](http://www.dtic.mil/perdiem/jtr.html). You are responsible for staying within your authorized weight allowances. Excess weight will likely result in personal expense. Your orders authorize 600 pounds on TDY into or out of Aberdeen Proving Ground. Permanent Change of Station (PCS) ←


entitlements vary depending on rank, whether you are moving to a CONUS or OCONUS location, and whether or not your gaining station has weight restrictions.

**DITY Move:** Documents required to do a DITY move are as follows:

- Weight ticket (empty vehicle)
- Weight ticket (loaded vehicle)
- Copy of rental agreement (if vehicle was rented)
- Copies of orders
- Copy of registration (if POV was used)

**Commercial Move:** For a commercial move you must do the following:


- Make an appointment for household goods pick-up
- Be present for household goods pick-up
- Ensure that movers properly pack and inventory your household goods
- Ensure that you sign and receive copies of all appropriate paperwork from the movers prior to their departure.

**Motorcycles:** Motorcycles are considered household goods and will be included in your authorized shipping weight. If you are transporting a motorcycle, you must prepare the motorcycle for shipping or storage prior to pack and pick up dates. You must drain gasoline and radiator systems completely. The contractor shall tag or label to verify that no gasoline is present. Lubricate the gas tank exterior, carburetor, and control cables. Battery cables must be disconnected and cable ends must be taped. For storage, the battery must be removed, unless you are pending an overseas assignment. A spare set of keys must be provided to the contractor. The contractor will place the key in a suitable bag and affix it to the handlebar. If a motorcycle is being shipped overseas, it will be crated at the residence. The contractor will provide crating. For most stateside shipping and storing no crating will be required. The motorcycle will be padded and braced on the truck at the residence. 

## **Recommended Packing List**

If you own a computer and printer, it is suggested that you bring them with you. It is not mandatory, but it sure helps! The standard software package is Microsoft Office (MS Word/Power Point).

Students may want to bring a stereo and VCR for entertainment purposes. A television is provided at [Swan Creek Inn](#). Army Lodging also provides linens, towels, dishes, iron, ironing board, microwave, refrigerator, stove, cooking utensils, pots and pans, and a radio alarm clock. Room service is provided daily, and washer and dryer facilities are free.

Students are not required to bring a privately owned vehicle (POV); however, having transportation will make your time at APG more enjoyable. This will allow you to get the most out of your time in the APG area. Following are approximate distances from Swan Creek Inn (where most students reside) to key locations: 


Schoolhouse (Bldg 3147)	.4 miles
Echo Company (Bldg 4313)	.9 miles
Main PX	.5 miles
Clothing Sales	.8 miles
Gym/Recreation Center	.4 miles
16 <sup>th</sup> Ordnance Battalion (Bldg 4510)	1.0 miles
143 <sup>rd</sup> Ordnance Battalion (Edgewood Area)	14.6 miles

Students who elect to bring a personally owned weapon ([POW](#)) must first register the weapon with the Provost Marshall in Building 4305 and then make arrangements through E Company to secure the weapon(s) in the battalion arms room. Students living in government housing may store their weapons at home after registering them with the Provost Marshall.

### **Suggested Packing List (Personal Items)**

Privately owned vehicle or bicycle	Calculator
Civilian clothes	Padlock
Computer w/printer	Planner
VCR	Pencils
Laundry basket	Pens
Dish drainer	Highlighters
Radio	Paper
Book bag/backpack	Notebooks

### **Uniform Packing List**

Active Duty:	Class A Uniform w/one short sleeve and one long sleeve shirt
	Dress Blue Uniform
	4 sets BDUs
	2 BDU hats
	2 pair black leather boots
	1 Field jacket or Gortex jacket with nametape affixed to left arm pocket
	2 full sets (summer <u>and</u> winter) Army Physical Fitness Uniform (APFU)
	5 pair white athletic socks (calf high/no logos)
	7 pair black socks
	7 brown t-shirts
	2 white t-shirts (males only)
	1 duffel bag
	undergarments
	personal hygiene items
	I.D. Card/I.D. Tags
	Reflective Belt 

National Guard/

Reserves: All of the above, except Dress Blue Uniform

NOTE: Everyone is reminded to **HAND CARRY** sufficient uniforms. **DO NOT RELY ON UNACCOMPANIED BAGGAGE TO ARRIVE ON TIME.**

**\*\*OBC students spend five days in the field, so it is recommended that you pack additional cold weather gear if you will be here during late Fall, Winter, and early Spring. ←**

## Physical Fitness

You are expected to report to school meeting the minimum physical fitness standard on the Army Physical Fitness Test ([APFT](#)) IAW FM 21-20 and AR 600-9 Army Weight Control Program. You must pass the record APFT to successfully complete the course and graduate.

If you report to OBC exceeding Army weight tables and/or body fat percentages, you will be enrolled in the course. However, you will be placed in the Special Individual Fitness Training ([SIFT](#)) program, and counseled by the Company Commander. If you make satisfactory progress on the program (as outlined in AR 600-9), you will be allowed to graduate. However, if you are over body fat percentage standard at the time of graduation, your Academic Evaluation Report (AER) will be annotated. Comments are mandatory and will explain the reason for non-compliance. The report will be referred to you IAW AR 623-1, paragraph 1-13, and a suspension of favorable action (FLAG) will be transferred to your gaining command.

NOTE: Pregnant soldiers must contact the E Company Commander prior to reporting for class for guidance at (410) 278-4294.

RECOMMENDATION: All OBC students should take a record APFT prior to reporting to Aberdeen Proving Ground to ensure that they meet the minimum standards. ←

## Document Checklist

Following is a list of documentation that you will need to **HAND CARRY** for in processing. These forms need to be complete, correct, and legible so that your pay account can be initiated. Ensure that dates on all of the following forms match, i.e. your date of appointment on your orders should be the same as your commissioning date on the Oath of Office. If you were/are Simultaneous Membership Program (SMP), Prior Service Enlisted, or currently married, please ensure you have the appropriate documentation. **National Guard Students:** To substantiate Active Duty for Training (ADT) or Active Time (AT), you must have pay vouchers or a DD Form 220 Active Duty Report.

### Prior Service Enlisted/SMP:

- ☐ DD Form 4 Enlistment Contract
- ☐ DD Form 1966/1-8 Enlistment Contract
- ☐ DD Form 214 Certificate of Release or Discharge from Active Duty ←
- ☐ DD Form 220 Active Duty Report


- ❑ DD Form 71 Oath of Office
- ❑ DA Form 3540 Certificate and Acknowledgement of Service Requirements for Individuals Enlisting, Re-enlisting, or Transferring Into Troop Program Units of the Army Reserve
- ❑ DA Form 4824-R ROTC Contract (U.S. Army Reserve)
- ❑ DD Form 597 ROTC Non-Scholarship Cadet Contract (National Guard)
- ❑ DD Form 597-3 ROTC Scholarship Cadet Contract (National Guard)
- ❑ DA Form 1379 U.S. Army Reserve Components Unit Record of Reserve Training
- ❑ DA Form 1380 Record of Individual Performance of Reserve Duty
- ❑ NGB 22 Certificate of Release or Discharge from National Guard
- ❑ NGB 23 Retirement Computation Worksheet
- ❑ NGB 594-1 SMP Contract for National Guard
- ❑ Official Orders which document the period of ROTC/SMP service period
- ❑ Active Duty Orders
- ❑ Pay Vouchers/LES
- ❑ Travel Vouchers

NOTE: In order for your pay to reflect prior military service (before your oath of office), you must have this documentation. If you do not have this paperwork with you upon in-processing finance, your pay will not reflect your prior service. The process of correcting your pay will begin here. However, it may not be completed before your course is over. Should this occur, you will have to finish all necessary requirements at your follow-on assignment.

#### **Active Duty:**

- ❑ Orders – A complete order (front and back with the signature block) and copies of any amendments. Orders must have an accounting classification. (20 copies)
- ❑ DD Form 1610 – Request and Authorization for TDY (20 copies)
- ❑ DA Form 71 – Oath of Office
- ❑ DA Form 31 – Request and Authority for Leave – required for those ordered to immediate active duty, those authorized graduation leave from the United States Military Academy, ROTC graduates, and anyone in a procurement program that authorizes use of leave. (Both blocks 14 and 16 need to be complete with correct dates).
- ❑ Letter of Discharge from ROTC
- ❑ Direct Deposit Form – SF 1199A must have signature block of the bank representative filled out or a voided check with bank routing number present.

#### **National Guard:**

- ❑ Orders – A complete order (front and back with the signature block) and copies of any amendments. Orders must have an accounting classification.
- ❑ DA Form 71 – Oath of Office
- ❑ DA Form 31 – Request and Authority for Leave
- ❑ Letter of Discharge from ROTC 

**Married/Dependents:**

- ❑ Copy of Marriage Certificate
- ❑ DA Form 4187 – For requests of name change, you need a copy completely filled out prior to arrival or have a DA Form 4187 generated at E Co. You also need an identification card illustrating name change and a social security card with name change.
- ❑ Divorce Decree
- ❑ Birth Certificate – needed if divorced and paying child support or single with a child
- ❑ Proof of support if paying child support, (i.e., cancelled checks, money orders, letter from support enforcement agency, etc.)

**NOTE: If possible, you should make a copy of your Military Official Records (201 File) to bring with you. This file should have all forms necessary to in-process you to OBC. You must also have updated and current shot, medical, and dental records.      ←**

## **TAB D**

### **ARRIVING AT APG AND REPORTING**

## By Air, Train, POV

Travel Directions: Aberdeen Proving Ground is located in the city of Aberdeen, 4 miles east of I-95. Take exit 85 to Route 22, which runs from I-95 directly to the main gate of APG. Vehicle traffic may enter through two additional gates that can be accessed via Route 40. Between the hours of 2000 and 0430, the main gate is the only gate open. Due to security concerns, other gates may be closed without notice.

From Baltimore-Washington International Airport (BWI), you have several transportation options. The Amtrak train has a direct route from BWI to the city of Aberdeen and will cost \$18 with military ID (\$20 without). A taxi will cost approximately \$75. BWI has several rental car agencies whose rates vary depending on the size of the car and the duration of the rental agreement. Regardless of your chosen method of travel, it is important to keep your receipts until you settle your travel reimbursement.

<http://www.goordnance.apg.army.mil/AreaInformation&Map.htm>  
<http://130.114.109.116/CSD%20Web/WOAC/APGMap.htm> ←

## During and After Duty Hours

During normal duty hours (0730-1700, M-F), you may report directly to E Company Headquarters, [Bldg. 4313](#), on the access road off Boothby Hill Road across from Student Drive (see map for details). <http://130.114.109.116/CSD%20Web/WOAC/APGMap.htm>. The uniform for reporting during duty hours is BDUs.

- Active Duty: When you report in, you must **HAND CARRY** a complete copy of your orders or a DD Form 1610, and a DA Form 31.
- National Guard and Reserve Component: When you report in, you must **HAND CARRY** a complete copy of your orders (with accounting classification).

After duty hour, weekends, or holidays, you must report to the Staff Duty Officer (SDO) located in [Building 4510](#) at the 16<sup>th</sup> Ordnance Battalion Headquarters. After signing in on the DA Form 647, report to Army Lodging (The Swan Creek Inn, [Building 2207](#)) to secure living quarters. The phone number for The Swan Creek Inn is (410) 278-5148.


If you are reporting on a weekend and your class starts on the next duty day, the SDO will have a packet and a letter detailing time, uniform, and place of duty for the first day of class. If you are reporting earlier than your report date or earlier than your class date (your class does not start on the next duty day), you must report to E Company ([Bldg 4313](#)) at 0730 in BDUs on the next duty day. ←

## Billeting and Housing

**Billeting:** (Army Lodging) All officers reporting for class, regardless of component, are on temporary duty status and will reside at The Swan Creek Inn, The River Lodge, or The Red Roof Inn for the duration of the course. The room rate at Swan Creek Inn is \$44.00 per day and is due at the end of each month. If you are directed to a hotel off post, you are entitled to the rate of that location. Please make sure you pay your bill on time to avoid accruing late charges. Additionally, you will not be released after graduation until your lodging charges are paid in full. All officers will receive a Statement of Non-Availability for meals; however, the post has dining facilities available for use, if you so desire.

While living in Army Lodging, your room is similar to that of a hotel. One suite houses one or two individuals. Suites housing one person have one queen-size bed, a bathroom, and a kitchenette. Suites housing two persons have a living area with furniture, two bedrooms, a kitchen, and one bathroom. Both types of suites have appropriate lighting accoutrements. You may host one overnight guest at a time, provided you obtain written permission from your suitemate (if you are residing in a two bedroom suite), and you notify the front desk. If you have an overnight guest, billeting will charge you an additional \$5.00 per day which will be added to your bill. Guests cannot stay for more than 30 consecutive days. Housekeeping has instructions to report visitors to the front desk, when they observe them, while performing their duties, or if they suspect an unregistered guest is staying in the room. Upon checking in to Army Lodging, you should conduct an initial inspection of the room and annotate any deficiencies in writing to the front desk at the Swan Creek Inn. All deficiencies not annotated on the inspection may result in financial liability upon discovery by billeting. Army Lodging personnel conduct unannounced room inspections. If your room is found to be excessively untidy, you may be asked to leave. Housekeepers are not authorized to move your belongings, and will not clean if personal items are strewn about. Phone calls are billed separately and the long distance carrier is AT&T. It is recommended that you use prepaid calling cards to place long distance calls.


**Housing:** Students are **not encouraged** to have dependents accompany them while in TDY status. However, should you decide to bring your dependents with you, you may be entitled to reside in government quarters based on availability. If you would like to sign for temporary family quarters, you should arrive early. Before obtaining any off-post housing, you must report to the Army Lodging Office, [Bldg 2207](#) at The Swan Creek Inn, telephone number (410) 278-5148. You will then be directed to the Housing Office during the next business day. Remember, if you choose to bring dependents you will only receive per diem for meals (\$38 per day), and you will be responsible for all transportation costs incurred in relocating your family to APG. It is recommended that you call the Housing Office, [Bldg. 2727](#) (410) 306-2002/2003 to determine availability of government quarters prior to bringing your family to APG.

If you elect to bring your dependents with you and reside in government family quarters, you have the option of requesting and receiving (based on availability) a limited amount of furnishings such as beds, tables, and chairs from Military Furnishings. Sofas, dressers, televisions, stereos, etc. are not available. For more information contact Military Furnishings at (410) 278-3301. 

## Healthcare


Students coming on active duty for the first time need to have an up-to-date physical (less than two years) prior to arrival to receive initial clothing allowance (\$300). All OBC students need to report with their updated and current shot, medical, and dental records. This is instrumental for scheduling physicals and receiving medical care.

While in school, students will utilize [sick call](#) procedures offered by Kirk U.S. Army Health Clinic ([KUSAHC](#)). After sick call hours, **emergencies only** will be handled through KUSAHC until 2000 hours. After duty hours, students and their dependents must go to the Harford Memorial Hospital Emergency Room. Students with dependents are encouraged to enroll them in TRICARE whether they accompany them to APG or not. All active duty family members are entitled to receive both medical and dental services. For more information call 1-888-999-5195, or check the website at <http://www.tricare.osd.mil/>.


NOTE: If your family members are already enrolled in TRICARE and they relocate, it is imperative that you ensure they are enrolled in the correct region or they will not be able to receive care from civilian practitioners. For example: If you are reporting to OBC from Louisiana and your family members accompany you, you must have them dropped from Region 6 and re-enrolled in Region 1. See TRICARE representatives or the web site for assistance. 

## Daycare and Schools

Daycare/After School Care: Daycare and after school care are available through the APG Child Development Center and Youth Center on a first-come, first-served basis. If you require these services, you must fill out the necessary forms and you will be put on a waiting list. In order to receive care, your child/children must be registered at the center and if you are a single parent or dual military, you must have a valid family care plan. If no space is available for your child, you may request a list of recommended providers who live in government quarters and are certified through Child Development Services to provide care for children in their homes. Cost is negotiable between the provider and the user. For more information and to receive registration packets call (410) 278-5748.

Schools: If you are accompanied by your family, and you have school age children, you may obtain information on Harford County's Public Schools by visiting their web site at [http://www.co.ha.md.us/harford\\_schools](http://www.co.ha.md.us/harford_schools), or by calling the Harford County Public School Information Office at (410) 588-5203. 

## Transportation

Inbound: Once you arrive at Aberdeen Proving Ground and have settled in at either Swan Creek Inn or in government housing, you should contact the Transportation Office (if you had items shipped via commercial carrier) to provide a telephone number and delivery information. Ensure that you have a class schedule to determine the best delivery dates. Delivery hours are 

0800-1700 October through April, and 0800-1900 May through September. You will incur attempted delivery charges if you are not available on the delivery date.

Damages or missing items with appropriate inventory numbers must be annotated on DD Form 1840 Joint Statement of Loss or Damages at Delivery, which the carrier will provide. To file a claim, contact the Legal Aid Claims Office, Bldg. 310, Wing 2, at (410) 278-1598/1591. Required documents for filing a claim are DD Form 1840, Inventory Sheets, and the Government Bill of Lading (GBL). Copies of GBL are available from the Transportation Office.

Do not sign for services that were not performed by the carrier. Contact the Transportation Office for assistance.

Inbound DITY: To complete the process for payment of your DITY move, you must go to the Transportation Office. No appointment is necessary. The Transportation Office will forward DITY move paperwork to the Finance Office for payment. The required documents for processing your DITY move are as follows:

- Empty weight ticket
- Loaded weight ticket
- Original copy of rental agreement (for rental vehicles)
- Copies of orders
- Copy of registration (if POV was used)

Transportation Office ([Bldg. 3321](#))

Commercial Phone Numbers: (410) 278-2992/3897/4084

On Post: 3-2992/3897/4084

Fax: (410) 278-2990


DSN 298-2992/3897/4084 

## **Army Community Services**

Army Community Service (ACS) gives personal help and support to the entire Army Community. They offer a variety of services to assist you in your relocation to Aberdeen Proving Ground and to your first follow-on assignment.

Information and Referral (I&R): ACS maintains an extensive resource listing for the military and civilian community. It is a good place to start for most type of help you need, whether you are trying to get acquainted with the Army way of life or you need assistance with personal problems.

Relocation Assistance Program:

- A lending closet is available to provide basic housekeeping items on a temporary basis. OBC students may borrow such items as irons, ironing boards, clothesbaskets, coffeepots, pots and pans, eating and cooking utensils, etc. for up to 30 days. 

- Pre-move briefings are available to help prepare you for your stateside or overseas move.
- Newcomer orientations are available to help you get acquainted with your new community.
- Standard Installation Topic Exchange Service (SITES), a computerized destination information database provides comprehensive information about military installations worldwide.
- Spouse support groups
- Language classes

Employment Assistance Program (EAP): This program assists Army family members in areas of employment, such as building job skills through free training classes, resume writing, employment bulletin board, and referrals.

Exceptional Family Member Program (EFMP): works to meet the needs of family members with physical, emotional, developmental, or intellectual disorders requiring specialized services. The EFMP links exceptional family members to the community support services they need. The program is covered under AR 600-75, and enrollment of family members with documented special needs is mandatory.

Army Emergency Relief (AER): provides emergency financial assistance to soldiers. They can be reached at (410) 278-2508.

Parenting Classes: available to parents of infants, as well as older children. Classes can be on an individual basis (at your home or in the ACS office), or as a group. The main post chapel also hosts a play morning for parents and children every Wednesday.

Other programs are available through ACS. For more information contact the Aberdeen Area ACS Office, [Bldg. 2754](#) at (410) 278-7474/4372. Office hours are Monday through Friday 0800-1630.

## **In-processing**

You will be in-processed with your class during the first week of the course. However, if you arrive at least nine working days prior to the beginning of your class, you may take care of necessary personnel actions if needed. Ensure that you have all necessary documentation as previously annotated in the “[Document Checklist](#)” section. E Company Operations’ personnel are responsible for your in processing upon arrival.

## Finance

### DEPARTMENT OF DEFENSE

**Defense Military Pay Office – APG  
Janet M. Barr Soldier Support Center  
4305 Susquehanna Avenue, Room 168  
Aberdeen Proving Ground, MD 21005-5002**

Dear Officers,

I wish to extend a sincere welcome to you upon your arrival at and during your stay here at Aberdeen Proving Ground.


My staff from the Defense Military Pay Office – APG will be assisting you during your in processing with your military pay processing. Following is information to make the Finance segment of your in-processing flow more smoothly.

**IMPORTANT:** Supporting documentation has a MAJOR impact on your pay account processing. To alleviate financial hardship, please bring ALL documents that pertain to you listed in the [“Document Checklist”](#) section of this publication. With all necessary documentation, your pay can be processed correctly and in a timely manner.

We are looking forward to the opportunity to serve you in this endeavor.

//Original Signed//  
Vicki A. Norris  
Defense Military Pay Officer

**All officers in active component courses are required to in-process and out-process finance.** Each student should bring enough money to cover expenses through the first month of the course. Approximately \$600-800 in travelers' checks or a major credit card should be sufficient. National Guard/Reserve Component officers are encouraged to use a government credit card. If you are just entering the Army pay system, it will take approximately one month for you to receive a BASE PAY check. **You may request a casual pay through finance. You may also request an advance TDY payment equal to one month's TDY pay. NOTE: If you request the advance TDY payment, you will not be reimbursed for your last TDY accrual.**

Both single and married officers are in temporary duty status, and as such will receive a daily per diem allowance and the cost of lodging in addition to base pay and Basic Allowance for  Subsistence (BAS). The per diem pay is \$38 per day for meals and \$48 per day for lodging.

Officers with dependents who do not accompany them to OBC will also receive Basic Allowance for Housing (BAH). You will be paid the allowable rate for the area in which your dependents are residing, **NOT** the Aberdeen Proving Ground rate. Students whose dependents reside in some OCONUS areas **may** be paid the BAH rate for the nearest CONUS area. This will be **determined on a case-by-case basis**. If you elect to bring your dependents and you reside in government quarters, you will not receive the \$48 per day for lodging, nor will you receive BAH. Students whose dependents reside with them in single-type housing (Swan Creek Inn) will be paid the \$48 per day for lodging, but will not be paid BAH. The following web sites can assist you in determining the appropriate housing allowance rate:

- Rates and Allowances Home Page: <http://www.dtic.mil/perdiem/rateinfo.html>
- Basic Allowance for Housing: <http://www.dtic.mil/perdiem/bah.html>
- Overseas Housing Allowance: <http://www.dtic.mil/perdiem/aloooha.html>

**TDY Pay:** You will file for regular TDY pay every 30 days, beginning with the report date on your orders. During in processing, you may file for a TDY advance equal to a one month TDY payment. Once processed, you should expect to see the advance in approximately 5 working days. If you elect to take the TDY advance, you will not receive TDY pay for the last 30 days you are here. With that in mind, it is important to make a budget and stick to it to ensure that you have enough money to pay your final lodging bill. **Your wages will be garnished if you do not pay your lodging bill within a reasonable amount of time after graduation.**

NOTE: National Guard personnel must contact their home unit Finance Office to arrange for a TDY advance, to get a government Visa card, and to obtain all information and paperwork required to process TDY pay. The information needed is as follows:

- Point of contact at home unit finance office
- Mailing address of home unit finance
- Fax information of home unit finance

Having the required information available will expedite your in-processing and payment process.

**Travel Pay:** If this is not your initial entry point (i.e. Gold Bar Recruiting, National Guard, OCS, etc.), you will not receive travel pay from your home station to APG upon arrival. You will have to wait until you get to your permanent duty station or return to your home station to file for and receive travel pay.

**TAB E**

**WHILE AT APG**

## Course Description

The following web site will provide you with a brief overview of the course:

<http://www.goordnance.apg.army.mil/CSDWeb/Training-OBC.htm>



## Additional Duties

While in school, some students will be appointed additional duties. However, students will not know who will hold these positions until they report for their course. Selected students will be required to attend meetings with the E Company Commander, and act as a liaison between classmates and various organizations. It is highly recommended that students have a mode of transportation while at APG, because of their duties and time constraints. It will be nearly impossible for them to get from the schoolhouse to E Company or to any other agency in the limited amount of time available.

OBC students will also serve as Staff Duty Officers after hours for 16<sup>th</sup> Ordnance Battalion (located in the Aberdeen Area, [Bldg. 4510](#)) and the 143<sup>rd</sup> Ordnance Battalion (located in the Edgewood Area, Bldg. 4223). The Staff Duty Officer brief for weekend duty (Friday night, Saturday, and Sunday) will be held at 0630 hours at E Company, [Bldg 4313](#). At 1700 hours, officers must arrive at the 16<sup>th</sup> Ordnance Battalion S-2 for additional information. Officers pulling duty at 143<sup>rd</sup> Ordnance Battalion must call the 143<sup>rd</sup> S-2 between 1600-1630 hours daily. Duty hours are as follows:

Weekday	1700-0600
Friday	1700-0800
Saturday	0800-2000
	2000-0800
Sunday	0800-2000
	2000-0600



DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, Maryland 21005-5295

ASTL-SB-E

19 July 2002

CLASS LEADER AND PRIMARY STAFF MEMBERS  
Standing Operating Procedures (SOP)

1. Purpose: To outline the responsibilities of Class Leaders and Primary Staff Members.
2. Applicability: This SOP is applicable to the Ordnance Officer Basic Course.
3. General: The Class Leader and Primary Staff Members serve as critical links between the Chain of Command, the Course Director, and the class. The Class Leader by virtue of his or her position has authority over other members of his or her class. Within one week of assuming the Class Leader duties, the Company Commander will go review this SOP with you.
4. Responsibilities:
  - a. Class Leader:
    - (1) The Class Leader must pass the APFT and meet height and weight standards IAW AR 600-9 before assuming duties.
    - (2) The Class Leader has overall responsibility for the accountability of all class personnel. All unauthorized absences are reported to the TAC officer and to the E Company Commander. Absences for International Students are coordinated with the E Company Commander. Students may be excused from class provided they have a legitimate need. Time off is granted utilizing the following guidelines:
      - (a) The Class Leader may allow class members up to two hours for administrative absences. The absence is for legitimate purposes only and the Instructor and Company Commander must be notified in advance.
      - (b) The Course Director approves/disapproves absences in excess of two, but not more than four hours. The class TAC officer may also grant students up to four hours for administrative absence.

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(c) Only the E Company Commander approves absences in excess of four hours. A pass signed by the instructors, TAC officer, course director, and E Company Commander verifies these absences.

(d) Leaves and passes are authorized by the E Company Commander on a case by case basis. The Class Leader obtains pass forms from the Company Operations NCO or the 1SG. The Class Leader ensures that all students understand these procedures and notifies the unit of any violations. Students must understand that notifying the Class Leader of an expected absence does not automatically give them approval. The bottom line is, all students are here to learn, and time away from the classroom is granted for legitimate reasons only.

(3) Either the Class Leader or a person he or she designates must check the class distribution box twice a day.

(4) The Class Leader or the TAC officer identifies other class members to assist with class duties, i.e. S-1, S-4, etc. The Class Leader or the TAC officer sets up class rotations of squad leaders and platoon sergeants. Any changes made in duty position must be submitted in writing to the E Company Commander or 1SG.

(5) The Class Leaders meet once a week with the Company Commander to discuss student needs and company requirements. If the Class Leader cannot attend the meeting, a representative must show up in his or her place. These meetings usually take place on Wednesdays, 1145 hours at Echo Company, [Bldg. 4313](#).

(6) The Class Leader is responsible for class behavior while classes are in session and during academic or company related events. Counseling of class members is put in writing and turned into the Company Commander. The Class Leader notifies the class TAC officer and Company Commander concerning students who are not responsive to their counseling. The bottom line is, do not cover up for someone else's mistakes. Refer students not responsive to the Class Leader's authority to the chain of command.

(7) The Class Leader coordinates with the class TAC officer on all academic matters and keeps the class TAC officer informed on all academic problems. The Class Leaders receive class schedules and any changes in their class distribution boxes. If for some reason the class TAC officer is not available to assist you with an academic problem, the company will assist you in any way possible.

(8) The Class Leader assists the E Company Commander in assigning an academic or social sponsor for each international student. All problems concerning international students are brought to the attention of the E Company Commander.

(9) Forty-five days prior to graduation, the Class Leader screens class members 

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to ensure that all personnel have pinpoint orders for their next unit of assignment. Thirty days prior to graduation, port calls, if applicable, for overseas travel are processed. This responsibility is vitally important! Immediately notify the Company Operations NCO about class members without orders or port calls.

(10) The Class Leader forwards a list of OCONUS students who receive a DA Form 4036-R to the Company Training NCO so that appointments for testing can be obtained.

(11) One week prior to their graduation, each Class Leader conducts an AAR with the USAOC&S Command Group. The Course Director provides the format for the written report.

(a) To prepare this report, the Class Leader should maintain a record book during the course. This ensures an accurate recollection of events, names, dates, and places for incorporation in the report. Only those problems for which specific and accurate circumstances are available can be included in the final report.

(b) The AAR is NOT used to resolve student problems. Problems should be identified and dealt with as they occur, not after the fact. If attempts were not made to identify and resolve problems as they occurred throughout the course, they will not be brought up in the AAR.

b. S-1 (Administration)

(1) The S-1 is primarily concerned with the administrative functions of the class. The class member who is designated for this position needs to have access to a computer. He or she needs to be organized, well versed in the English language, the military writing style, and a good communicator.

(2) Check the class box in the company area twice daily (once at lunch and once at the end of the day). Any pertinent information for the Class Leader should be given to him/her immediately.

(3) Handle the administrative requests/problems of the class members. This includes pay problems, name changes, messages received at the company, etc.

(4) Prepare an alert roster and an alphabetical listing containing the names, positions, addresses, e-mail addresses, and phone numbers (to include cell phone and lodging telephone numbers) of all students in the class. This roster is provided to the Company within 1 week of the class start date. The S-1 continuously updates this roster as changes occur.

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c. S-2 (Intelligence)

(1) The S-2 is concerned with gathering information for the Class Leader upon Request. This person should be resourceful and innovative.

(2) Ensure that the class signs are in place before every class.

(3) Gather information on class projects (example: class T-shirts).

(4) Provide a daily news brief, highlighting world events. (Emphasis should be placed on events that affect the U.S. military.)

(5) Come up with a weekly quote that pertains to leadership and ensure that it is posted in the classroom.

d. S-3 (Operations)

(1) The S-3 must do a significant amount of coordination. The person assigned to this position must be extremely competent and well organized. The S-3 is primarily concerned with the training schedule.

(2) Check with the class TAC Officer daily for any schedule changes and inform the class accordingly.

(3) Ensure proper distribution of the publications needed at the beginning of the course, as well as directing the hand-receipt procedures. The Class Leader will ensure proper procedures are followed, and will sign for all materials and hand receipt items to class members accordingly.

(4) Contact instructors a day prior to classes to find out what additional materials may be needed for class the following day. Likewise, he or she must inform the Platoon Sergeant of the manuals needed for the following day (found on the course overview handout or required by the instructor).

e. S-4 (Logistics)

(1) The S-4 coordinates in any area that involves supply, receipt, or procurement of goods and services.

(2) Coordinate issue/turn-in of field equipment from E Company, the S-4, 16<sup>th</sup> Ordnance Battalion, and CIF, 61<sup>st</sup> Ordnance Brigade.

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SUBJECT: SOP for the Class Leader and Primary Staff Members

(3) Coordinate the establishment of a class fund, along with the S-5. In addition, maintain account records and properly manage class funds.

(4) Coordinate the welcome party for the next class along with the S-5. This involves location planning, food pickup, etc.

(5) Coordinate rooms, food, and/or audiovisual equipment for class briefings.

(6) Coordinate with the class TAC officer for transportation and food for any class trips, to include the staff ride to Gettysburg, PA with Dr. Atwater.

f. S-5 (Recreation/Class Morale)

(1) The S-5 is primarily concerned with recreational activities for the class, to keep morale high.

(2) Contact the Information, Ticketing, and Registration (ITR) office to obtain information on events and recreational activities in the area. Distribute brochures and other information to the class continuously as it becomes available.

(3) Create a calendar of events for upcoming activities.


(4) Set up class trips other than for school purposes (football or baseball games, Hershey Park, a D.C. tour, etc.).

(5) Find information about a specific recreational activity that a class member desires to participate in.

(6) Observe the morale of the class as a whole and propose ideas to improve morale.

(7) Direct coordination of the class Dining-In

g. Platoon Sergeant

(1) The position of Platoon Sergeant will rotate. The Class Leader will determine how the rotation will be organized. The Platoon Sergeant is directly accountable to the Class Leader, and will coordinate with him or her continuously. 

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(2) The primary responsibility of the Platoon Sergeant is accountability of class members. At any given time, the Platoon Sergeant should be able to give a detailed report on the status of the class.

(3) Disseminate information from the Class Leader to the Squad Leaders, and ensure that the information is being relayed to all class members.

(4) Talk with Squad Leaders and alert the Class Leader of any problems.

(5) Attend staff meetings and offer suggestions on improvements within the class.


(6) Organize the class for PT, safety briefings, and other formal company events.

h. Squad Leader

(1) The Squad Leaders, 4 per class, will rotate students along with the Platoon Sergeant position. The Class Leader will again determine the system of rotation.


(2) The Squad Leaders must keep accountability of their squads and disseminate information received from the Platoon Sergeant. It is important that Squad Leaders disseminate information in a timely manner.

5. If you have any further questions, please feel free to contact me at (410) 278-4294.

THOMAS V. STOCKS  
CPT, OD  
Commanding 

## Physical Training

[PT](#) is conducted Monday through Friday at 0515 hours at E Company. A company formation is held for accountability. Immediately afterwards, the designated PT instructor will conduct warm-up stretching and calisthenics, followed by a run, muscle failure session, or other exercise. On Friday, E Company conducts a company run. Battalion runs are scheduled throughout the course. You will be advised of these as they occur. If you fail the APFT and/or are put on the weight control program, you will be enrolled in the Special Individual Fitness Training ([SIFT](#)) Program. SIFT is conducted Monday through Friday at 0515 hours. The uniform for PT is the Army PT uniform.


NOTE: Classes that have a **critical** Job Knowledge Test in the morning will not be required to participate in PT, nor will they be required to be present for the accountability formation. The Class Leader will be required to call the 1SG with a status report NLT 0930 hours. 

## Personal Conduct

In addition to high academic standards, you will also be expected to maintain the highest standards of [personal conduct](#). The illegal use of drugs or driving under the influence of [alcohol](#) will kill your career, no questions asked! You will be expected to maintain high standards of personal appearance and to be where you are supposed to be on time, all of the time. Students whose conduct is detrimental to good order and discipline or [prejudicial](#) to the interests of their fellow students may be disenrolled from the course, and/or separated from the service. The bottom line is, if you cannot live up to the high standards expected of an officer, we do not want you here. Following are some areas of concern:

Appearance: BDUs will be pressed; boots shined; and fingernails, makeup (females), and haircut/hairstyle to standard IAW AR 670-1. Active Army and Civilians will wear the Ordnance School Patch on their uniforms. Reserve and National Guard will wear their Home Unit Patch. Students will wear 16<sup>th</sup> Ordnance Battalion Crests, Ordnance Regimental Crests, and Meritorious Unit Commendation – Unit Award.

Military Bearing and Courtesy: You are expected to maintain the highest level of professionalism at all times, especially with all instructors and when in the presence of all AIT students. Observe all of the rules of military courtesy, and ensure that AIT students you encounter do the same. International student will receive the same courtesies extended to their U.S. rank equivalent.


Student Honor Code: The Student Honor Code System exists to ensure quality graduates and promote integrity in training. The Student Honor Code states that students will not lie, misrepresent or withhold the truth, steal, cheat, plagiarize, or conspire to violate the Student 

Honor Code, nor will they tolerate those who do. All students in USAOC&S must follow the Student Honor Code for academic requirements. All allegations will be investigated, and if found to be true, may result in dismissal from OBC.

## **Passes and Leave**


Passes: Passes are a privilege not a right. Mileage passes must be submitted if you plan to travel beyond 200 miles. Passes must be turned in with all required information and signatures by COB the Tuesday prior. If you are going on a pass, you must physically sign out and in at 16<sup>th</sup> Ordnance Battalion, [Bldg 4510](#). Passes cannot exceed 96 hours in duration.

Leave: Leave will normally only be granted in the event of an emergency or if you are here during Christmas Exodus.

For more information, see the E Company policy letter addressing Leave and Passes in this publication. 

## **Emergencies**

In the event a family emergency occurs and you need to take leave, the [American Red Cross](#) must be notified. A family member should contact the Red Cross and provide pertinent information regarding the emergency. A Red Cross representative will contact the unit and/or staff duty and request your presence. Once the unit has received the Red Cross message, you will be contacted and your leave form processed. Family members should be prepared to provide the following:

Service member's full name  
Social Security Number  
Branch of Service  
Rank  
Military Unit 

## **Changing Duty Assignments**

It is understood that not every officer received his or her duty assignment of choice. If you are one of these officers, you may be able to obtain a change of duty assignment through the branch manager by following these steps:

1. Contact E Company Operations (Ms. Rice) who will explain the process.
2. Find another lieutenant who is willing to trade assignments with you.
3. E Company (Ms. Rice) will process and forward paperwork to DA.
4. Attach copies of your orders.
5. If approved E Company will be notified and MILPO will cut orders.
6. Allow 2-4 weeks for the request to be processed.


## **Sensing Session/Open Door Policy**

Approximately midway through the course you will have a sensing session with the 16<sup>th</sup> Ordnance Battalion Commander. This is your opportunity to address issues that concern you including OBC, E Company, Command and Staff, post facilities, organizations, and policies. Keep in mind that should you have a problem with anything, you should first utilize your chain of command, beginning with your student chain of command. Try to solve the problem at the lowest level. A copy of the E Company [Open Door Policy](#) is included for your perusal.

## **Hometown Recruiter's Assistance Program**

OBC students who are here during Christmas Exodus and all graduating students are offered the option to participate in the Hometown Recruiter's Assistance Program (HRAP). Rather than taking leave during that time, students may work with a recruiter in their hometown for up to 14 days. This enables students to gain valuable work experience, as well as spend time with their families. Should you wish to participate in this program, you see E Company Operations (Ms. Rice). E Company will explain the program and the service member is responsible to contact the recruiting office or school in his or her hometown. The service member must request a memorandum from them stating that he or she will be working with them during a specified time.

## **End of Course After Action Review**

Approximately two weeks prior to graduation, the Class Leader will be required to submit a written After Action Review (AAR) to OC&S. This AAR will be a compilation of issues, discussions, and recommendations from all members of your class. It is important that this AAR be specific and constructive in its criticism. You are also reminded that positive comments should be included in the AAR. It is recommended that you keep a log of events/issues that you wish to address. Issues that are brought to the attention of the chain of command and resolved during the course are not to be included in the AAR. If you have any questions about the AAR, you should speak to your Class Leader and/or class TAC officer. 

**TAB F**

**DEPARTING APG**

## Relocation Assistance


Army Community Services (ACS) offers excellent relocation assistance for soldiers who are PCSing to another location. Probably the best tool available to you through ACS is the Standard Installation Topic Exchange Service (SITES). This service provides information about Army Installations worldwide. Topics commonly covered are as follows:

- ◆ Installation Overview
- ◆ Local Community
- ◆ Education
- ◆ Employment
- ◆ Medical and Dental
- ◆ Housing
- ◆ Relocation Services
- ◆ Support Services
- ◆ Child and Teen Services
- ◆ Survival Tips for First Term Soldiers

You may visit the SITES web site at <http://www.dmdc.osd.mil/sites>, or you can contact the local ACS office to request a SITES printout of the installation to which you are relocating. 

## Pinpoint Assignments

Following is a list of Army installation pinpoint point of contact phone numbers, web sites, and e-mail addresses. Not all Army installations are listed. If your follow-on installation is not listed, you may contact your branch manager for the phone number.

<u>CONUS:</u>	Ft. Irwin, CA	DSN: 470-5237
		COMM: (619) 380-5237
	Ft. Carson, CO	DSN: 691-4077
		COMM: (719) 526-4077
	Ft. Benning, GA	DSN: 835-1415
		COMM: (706) 545-1415
	Ft. Stewart, GA	DSN: 870-4713
		COMM: (912) 767-4713
	Ft. Campbell, KY	DSN: 635-9280
		COMM: (502) 798-9280
	Ft. Riley, KS	DSN: 856-3021
		COMM: (913) 239-3021
	Ft. Polk, LA	DSN: 863-1115
		COMM: (337) 531-1115
	Ft. Drum, NY	DSN: 341-5747
		COMM: (315) 772-5747 

Ft. Bragg, NC	DSN: 236-2004 COMM: (910) 396-2004
Ft. Sill, OK	DSN: 639-4301 COMM: (405) 442-4301
Ft. Bliss, TX	DSN: 978-4100 COMM: (915) 568-4100
Ft. Hood, TX	DSN: 737-0357 COMM: (817) 287-0357
Ft. Lewis, WA	DSN: 357-0226 COMM: (206) 967-0226

<u>OCONUS:</u>	Alaska	DSN: (317) 384-2606/3330 COMM: (907) 384-2606
	Germany	<a href="http://144.170.217.12/Pages/Opmd_New/Opmd.htm">http://144.170.217.12/Pages/Opmd_New/Opmd.htm</a> 1 <sup>st</sup> PERSCOM Chief of Officer Assignments DSN: 379-6200/6201 CIV: 011-49-6202-80-6200/6201
	Hawaii	DSN: 438-6268/1119 COMM: (808) 438-6268
	Korea	8 <sup>th</sup> Personnel Command DSN: 724-3465 COMM: 011-82-2-7914-3465 POC: CPT B. Schwaigert <a href="mailto:SchwaigertB@usfk.korea.army.mil">SchwaigertB@usfk.korea.army.mil</a> <a href="http://www-8perscom.korea.army.mil/">http://www-8perscom.korea.army.mil/</a> ←

## Amendments to Orders

You should receive all amendments to orders at least 30 days prior to graduation. Amendments to orders apply to changes in duty assignments, pinpoint assignments in Germany, follow-on training (i.e. airborne school), or any other changes that need to be made on your orders. If you have not received amendments to your orders in a reasonable amount of time, contact E Company personnel. ←

## Medical/Dental Records

If you brought your medical/dental records with you and you checked them into the records department of KUSAHC, you must check them out prior to departing APG. This also applies if you received medical or dental care at KUSAHC and a temporary record was established for you. You will hand carry your records to your next assignment. ←

## Family Issues

If you brought your family with you to OBC and your follow-on duty assignment is an unaccompanied tour, there are several things that you will need to take care of prior to departing. First, you need to decide where your family will reside. They may remain at APG for the duration of your tour, either in government family housing (based on availability and whether or not you can obtain an exception to policy) or residing on the economy. If your family members will remain in the APG area, you may have the remainder of your household goods released from temporary storage and sent here. If your family members wish to reside elsewhere, you may release your household goods for shipment to your family's residence. Contact the Housing Office (410) 306-2011, and the Transportation Office (410) 278-2992 for more information.

Another consideration is your **finances**. It is difficult to track who is spending what from the same account when a soldier is deployed. Rather than run the risk of bouncing a check, it is recommended that a separate account be established for your spouse with an allotment from your pay going into that account. By doing this, you and your spouse will be able to maintain positive control of your finances. Also, you should determine which of you is going to pay the bills and stick to it. Mail from overseas can often take 2-3 weeks for delivery stateside, so it is recommended that your spouse handle payment of your bills.

Finally, you should consider providing your spouse with a power of attorney for the duration of your overseas tour, as well as a will. Contact the Legal Office (410) 278-1584/1583 for more information. ←


## Passports

If you have a follow-on duty assignment that is OCONUS and you wish to obtain passports for yourself and/or your family members, you may contact (410) 306-2347 for information. It is recommended that you begin this process early as it takes between 4-6 weeks to process and receive passports. ←

## Immunizations

If you have a follow-on duty assignment that is OCONUS you will need to ensure that your immunizations/HIV screening are current. Appointments for immunizations/HIV screening for students will be made through E Company. Appointments for immunizations/HIV screening for dependents may be made through KUSAHC by calling (410) 278-1990 or (800) 823-1095. ←

## POV Shipment

If you have a follow-on duty assignment that is OCONUS and you wish to ship your vehicle to your destination, you may contact the POV Shipment Office, 2501 Broening Highway at (800) 631-5751. You may also contact the Transportation Office, Bldg. 3321 at (410) 278-2992. 

## Transportation of Personal Property


Outbound: Upon completion of your course, you are authorized to ship 600 pounds of personal property from APG to your final destination (if you are in a course that is over four weeks long). The Transportation Office provides individual counseling by appointments which will be coordinated through E Company. Appointments are not scheduled during general lunch periods.

Changes to the appointment dates or switching appointments with another classmate must be coordinated through E Company. If you are going to be late for your appointment, contact the Transportation Office, [Bldg 3321](#) at (410) 278-2992.

Bring five copies of your orders, including any rescinding orders or amendments to orders to your transportation appointment. Request for Orders (RFO) cannot be accepted. If orders are not available, another appointment will be scheduled. Ensure that you notify E Company personnel that you do not have orders so they may reschedule your appointment.


You must complete DD Form 1780 Inventory Sheet prior to your appointment. Bring this form to your appointment. The forms are available in the E Company orderly room.

If you have an assignment to Germany, you must have a pinpoint assignment prior to your transportation appointment. If you don't have a pinpoint assignment, notify E Company Personnel and they will reschedule your appointment. You should then access the web site for pinpoint assignments in Germany to determine whether or not you have been assigned to a unit. If you have not yet been assigned to a unit, notify E Company and they will contact your branch manager.

You must be available on the pack and pick-up dates of your personal property as established during counseling. If you are not available, attempted pick-up charges will be assessed. The hours of availability are 0800-1700 October through April, and 0800-1900 May through September. For more information contact the Transportation Office, [Bldg. 3321](#) at (410) 278-2992. 

## What to Ship/What to Carry

It is common for soldiers to arrive at their next duty assignment before their household goods; therefore, it is important that you carry with you those items that you will need immediately. Everything else can be shipped. Some of the items that we recommend you carry with you to your new assignment are as follows:

- ❑ Civilian clothing
- ❑ BDUs
- ❑ Boots
- ❑ APFU
- ❑ Class A Uniform
- ❑ Dress Blue Uniform
- ❑ Orders
- ❑ 201 file
- ❑ Medical/dental records
- ❑ Shot records
- ❑ DA Form 31
- ❑ Laptop computer (if you own one)
- ❑ Transportation paperwork
- ❑ Family Care Plan (if you need one)
- ❑ SITES packet
- ❑ ID card
- ❑ ID tags
- ❑ Passport (if going overseas)
- ❑ Any other items you deem necessary 

**TAB G**

**ECHO COMPANY**

**POLICY LETTERS**


DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #3 E Company

19 January 2001

**COMPANY COMMANDER'S OPEN DOOR POLICY**

1. It is my desire that soldiers of this company receive prompt and adequate assistance with all problems and other matters of personal concern. My office is open for private discussions with members of this company.
2. Soldiers who wish to discuss personal matters should not hesitate to request assistance from their class leaders and TAC Officer using their chain of command.
3. This policy letter will be posted in the current section of the company's bulletin boards.

THOMAS V. STOCKS  
CPT, OD  
Commanding 


DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #5 E Company

19 January 2001

**ALCOHOL ABUSE**

1. The abuse of alcoholic beverages poses a severe threat to the health and welfare of the soldiers of the company and their family members. It is everyone's responsibility to assist in identifying instances of alcohol abuse so that immediate action can be taken to alleviate the situation and minimize the risks to innocent victims as well as to users.
2. The emphasis must be on the early identification of those individuals with alcohol abuse problems so that referrals are immediate to the appropriate health care agency. This can be successfully accomplished only by the active involvement of all supervisors. Immediate supervisors know their soldiers best and are in the most advantageous position to notice those behavioral changes which usually signal an alcohol problem. If we wait for an incident to occur before initiating action, we have failed in our leadership responsibilities.
3. In order to help control alcohol abuse, the following policies have been established.
  - a. No one under the age of 21 is allowed to consume alcoholic beverages.
  - b. No member of this company may consume alcoholic beverages while on duty, nor will a member of this company be permitted to be drunk on duty; drunk being defined as intoxication which is sufficient to impair the rational and full exercise of the mental and physical faculties. Members of this command will be considered drunk if their Blood Alcohol Content is .08 or higher.
  - c. Open containers of alcoholic beverages cannot be transported while enroute between locations on or off post.
  - d. No alcoholic beverages will be stored, transported, or consumed in military vehicles or work areas of Echo Company. The only exception to this policy is for those officially supervised unit functions approved in accordance with existing Ordnance Center and School policies.
4. Failure to meet this policy may result in administrative action or punitive action under the provisions of the Uniform Code of Military Justice (UCMJ).

THOMAS V. STOCKS  
CPT, OD  
Commanding 


DEPARTMENT OF THE ARMY  
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US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #6 E Company

19 January 2001

**PHYSICAL FITNESS TRAINING PROGRAM**

1. Physical training (PT) will be conducted at E Company Monday through Friday from 0530-0630. A monthly schedule will be distributed to the class leaders. The senior class will be in charge of conducting PT, and will designate a different PT instructor for each day. Every Friday, E Company will conduct a company run. Battalion runs are scheduled periodically.
2. Classes that have a critical exam in the morning are exempt from PT and are not required to be present for the 0530 accountability formation.
3. The Army Physical Fitness Test (APFT) will be administered to students within the first week of their course. Any officer who fails an APFT or is enrolled in the Overweight Program will be put on the Special Individual Fitness Training (SIFT) Program. Those officers will report to Echo Company's orderly room at 0530 for PT, Monday through Friday, and 0730 on Saturday.
4. Those officers who are on SIFT due to failure of an APFT may take a retest 30 days after their last APFT with approval from the Company Commander. If they pass with a minimum score of 60 points in each event, they will be taken off the SIFT Program and will return to do PT with E Company PT program.
5. Officers on SIFT Program as a result of being on the Overweight Program will be removed from the SIFT Program only when they meet the Height/Weight Standard in accordance with 600-9.
6. At graduation, any officer who receives a score of 270-299 on their final Army Physical Fitness Test (APFT) will receive a 16<sup>th</sup> Ordnance Battalion Certificate of Achievement and a 61<sup>st</sup> Ordnance Brigade Certificate of Achievement for a score of 300. A PT patch will be awarded to students with a score of 290 and above.

THOMAS V. STOCKS  
CPT, OD  
Commanding 


DEPARTMENT OF THE ARMY  
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US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #7 E Company

19 January 2001

**PROHIBITED ITEMS AND ACTS**

1. No military weapons will be transported in a privately owned vehicle.
2. All personnel living on post, including government quarters, who possess privately owned weapons such as pistols, rifles, and bows and arrows will register these weapons with the Provost Marshal. All students have the option of storing their weapons in the Battalion Arms Room.
3. No one in this command will possess switchblades, brass knuckles, chains, pipes, gas pistols, knives with blades exceeding 3 inches in length, ammunition, machetes, or any other dangerous weapons.
4. Periodically, the APG Police will stop privately owned vehicles and search them for prohibited items. Items such as kitchen knives, clubs, rubber hoses, etc, within reach of the driver may result in your arrest. Weapons such as unloaded guns and/or hunting knives may be transported in the trunk of a car or a bed of a truck when travelling to and from a hunting or fishing trip, or a shooting range. Military issued items such as tools and repair parts will be confiscated unless a valid property disposal officer sales slip can be produced.
5. Items deemed to be dangerous or prohibited weapons will be immediately confiscated by competent authority. Items confiscated will be turned into the Company Commander for final disposition and preparation of charges under UCMJ as appropriate.
6. Failure to comply with this policy letter is punishable under UCMJ.

THOMAS V. STOCKS  
CPT, OD  
Commanding 


DEPARTMENT OF THE ARMY  
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US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #8 E Company

19 January 2001

**EQUAL OPPORTUNITY**

1. I will not tolerate discrimination and prejudice within Echo Company. It is our duty and responsibility to treat everyone equal regardless of race, color, gender, religion, or national origin.
2. Equal opportunity is the consideration and treatment of others irrespective of race, color, religion, gender, or national origin. Not only is equal opportunity the law or our land, it is the foundation upon which sound leadership and management practices are based.
3. I charge every member of this command, including civilian employees to apply the principles of equal opportunity in their day-to-day dealings with others. In addition, they must also report incidents of discriminatory treatment that they may observe to the chain of command immediately. We must be aware of, sensitive to, and interested in the problems facing our soldiers and civilians.
4. Additional information can be obtained from the undersigned, the Unit Equal Opportunity Leader , at ext 4294 located in Building 4313, Room 107, or SFC Graves , the 16<sup>th</sup> Ordnance Battalion Equal Opportunity Leader in Building 4510 at ext 8596.

THOMAS V. STOCKS  
CPT, OD  
Commanding 

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

ATSL-TB-SB-E

Policy Letter #10 E Company

19 January 2001

**LEAVE AND PASS PRIVILEGES**

**1. Reference** AR 630-5, AR 600-8-10

**2. Leaves:**

a. Request for ordinary leave originates at the Company using a DA Form 31. Leaves cannot be submitted earlier than 30 days or later than 10 working days prior to the beginning day of leave. This policy enables the company to process leaves more efficiently.

b. Each individual submitting a DA Form 31 for leave is responsible to ensure that the information is accurate and complete. Requests with incorrect, incomplete, or altered entries will be returned.

c. Permanent party individuals are permitted to call in from their place of residence to sign out or in from leave. Student officers are required to physically sign out and in at Battalion in Building 4510 during non-duty hours or report to Echo Company in Building 4313 during normal duty hours.

d. Emergency leaves are processed immediately upon verification by the American Red Cross.

e. Permissive TDY is requested on a memorandum originated by the Company Operations Section. Sign in/out procedures are in accordance with (IAW) subparagraph c above.

**3. Passes:**

a. Passes are granted IAW paragraphs 10-4, 10-5, and 10-6 of AR 630-5, and paragraphs 5-27, 5-28, 5-29, and 5-30 of AR 600-8-10. Passes are a privilege and required authorization from the appropriate authority. Your primary mission while you are here is to attend school. Do not be surprised if you are not authorized to miss class for a wedding or family reunion. Some training occurs on weekends and that becomes your place of duty.

b. A three-day pass such as given on a weekend with a Monday holiday is 72 hours in length from time of departure until time of return to originating point. A four-day pass, such as Memorial Day weekend, is 96 hours in length from time of departure until time of return to originating point. If you exceed 96 hours, you will be charged leave and lose your TDY for that period of time. If you sign out and fail to sign back in, you may be charged leave.

c. The Company Commander will NOT sign passes that violate the pass/leave regulation. The regulation states a specific time period for passes and anything past that time constitutes leave covered by a DA Form 31. Passes are not granted in conjunction with leave.

d. Most incidents occurring during a legitimate pass/leave are covered by DA Form 31 and are considered in the line of duty. Incidents that occur and are not covered by DA Form 31 become the soldier's responsibility.

e. The Commander/1SG may grant a one day absence which is not in conjunction with a weekend or authorized holiday. All absences in excess of one (1) day, on a day preceding or following a weekend, or following a holiday are included in a pass.

- f. Approval authority for all passes over 250 miles is the Company Commander.
- g. Students driving greater than 250 miles one-way are required to fill out an excessive mileage counseling statement.

### 3. SIGN OUT PROCEDURES:

- a. Once a pass has been approved, it will be placed in the staff duty book. You must physically go to the Staff Duty Office (SDO) in Building 4510 to sign out.
- b. Upon returning from pass, students must physically go back to Building 4510 and sign in.
- c. Students are not authorized to call the Staff Duty Noncommissioned Officer (SDNCO) to sign in or out.
- d. The DA Form 647 is for new students and those students who claim they have a valid pass form that is not present in the SDO book. All others must sign in and out on their pass forms.
- e. Failure to sign in or out will result in the following:
  - (1) First offense results in written counseling statement.
  - (2) Second offense results in loss of pass privileges for 30 days.
- f. If you are staying in the general area (less than 250 miles) a pass form is not required. However, it is suggested that you submit a pass for accountability purposes. You are required to leave a phone number where you can be reached. As a minimum, the phone number must be left with your class leader, your Trainer/Advisor Counselor (TAC) Officer, and E Company.

### 4. MISCELLANEOUS


- a. Students requesting a pass must submit the request no later than close of business the Tuesday prior to the weekend you request a pass. You may turn in a pass up to one month prior to the weekend you wish to take a pass.
- b. Passes must be submitted around the duty roster. Pass approval does not exempt you from duty. You must verify that you are not on the duty roster prior to requesting a pass. Duty takes precedence over a pass.
- c. If you plan to fly, you must indicate in the remarks block #17 the information for the flight you are planning to take. **You are highly discouraged from purchasing a ticket prior to having pass approval.** Purchasing a plane ticket does not guarantee pass approval. Your pass may still be denied.
- d. **All passes require your class leader and TAC's signature. If you are requesting a pass that requires you to miss class, you must have the above signatures and the signatures of your instructor and Course Director.**
- e. This list is not all-inclusive, but these are the common reasons that pass forms are returned:
  - (1) No phone number
  - (2) No miles for POV
  - (3) No alternate driver
  - (4) No signature from requester, class leader or TAC

(5) No flight information

f. If you do not fill out your pass form correctly and it is returned, it is your responsibility to make the necessary corrections and have it turned in before the close of business on the Tuesday prior.

g. If you sign up for a pass and then choose not to take your pass, you must pull your pass form from the SDO book at Building 4510. Students who fail to comply will receive action in accordance with (IAW) paragraph 3e of this letter.

5. POC for this information is the undersigned at 3-4294.

THOMAS V. STOCKS  
CPT, OD  
Commanding 


DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #12 E Company

19 January 2001

**SUICIDE PREVENTION**

1. Suicide Prevention Training is an annual requirement. This training is mandatory for all soldiers and civilians in this command and it will be documented upon completion.
2. Suicide is not always predictable. Reduction in Force (RIF), work and/or family problems can cause depression and hopelessness among soldier and their families. Therefore, we must look out for each other. There are warning signs for suicide, but no one can predict suicide accurately. Threats of suicide or hints such as "I am no good to anyone; " I just cause trouble for everybody", or "I think I will kill myself" must be taken as serious threats.
3. Severe depression may be indicated by combinations of the following symptoms: changes in sleep patterns; appetite changes; withdrawal from family; restlessness; a constant feeling of sadness.
4. If you know someone who has threatened, made an attempt at suicide, or has any of the above symptoms, you must immediately notify the First Sergeant or myself. We will assist you in finding the proper care, facilities, and guidance needed for the individual concerned. Let us not wait until it is too late!

THOMAS V. STOCKS  
CPT, OD  
Commanding 

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
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US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, Maryland 21005-5295

Policy Letter #15 E Company

19 January 2001

**SICK CALL POLICY**

**1. Reference AR 600-6**

**2. Personnel going to sick call:**

a. Report to E Company [Bldg. 4313](#) between the hours of 0530 to 0730 to complete a sick call slip (ATSL Form 931) and sign out in the sick call register. Ensure that you have informed your TAC Officer before signing out on sick call.

c. Report to the Post Recreation Center for a medical screening in Building 3326, or call the Triage Nurse at Kirk U.S. Army Health Clinic (KUSAHC) [Bldg. 2501](#) for an appointment. Sick call hours are from 0600 to 0730 hours. Appointments will normally be scheduled after 0730 hours. Uniform for sick call is BDUs. National Guard and Reserve Component students must have travel orders when reporting to sick call.

c. If you opt to report to the Post Recreation Center for the medical screening, and you require further medical attention, you will be referred to Kirk U. S. Army Health Clinic.

d. Upon completion of treatment, return to E Company operations with a ATSL Form 931. The sick call slip must be stamped by the doctor/medical personnel.

e. Sign in on sick call register.

f. If appointments are made at Kirk, you must notify your TAC Officer and E Company. You must make every effort to make appointments that do not conflict with your class schedule.

g. If appointments are made for other medical facilities such as Walter Reed Medical Center or Fort Meade Clinics, notify the Operations NCO or First Sergeant.

**3. Personnel with hospital appointments:**

a. Sign out on sick call register before departure from Aberdeen Proving Ground.

b. Sign in on the sick call register when arriving back at Aberdeen Proving Ground.

**4. Orderly Room Responsibilities:**

a. Maintain sick call register, unit copies of ATSL Form 931 and any additional profile data.


b. Make appropriate entry in sick call register for emergency sick call personnel.

5. Personnel placed on quarters will return sick call slip to the Company Orderly Room, notify their TAC of their illness/injury, and proceed to quarters. Personnel on 24 hour quarters must report back to KUSAHC the next morning for a follow-up.

**6. After sick call hours:**

a. Monday through Friday 0800-1800, Saturday and Sunday 0900-1700.

b. Personnel with illness or injury requiring emergency medical treatment must contact the Nurse Triage Line, (410) 278-1751. The Triage Nurse will either refer you to the Urgent Care Clinic or local emergency rooms at Harford Memorial Hospital, (443) 843-5500 or Upper Chesapeake, (443) 643-2000. If personnel are seen after hours at a local emergency room, they must report to KUSAHC the following morning for a follow-up. Personnel will notify or have medical personnel notify the Company of their status.

THOMAS V. STOCKS  
CPT, OD  
Commanding 


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US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, MD 21005-5295

Policy Letter #18 E Company

19 January 2001

**PREVENTION OF SEXUAL HARRASSMENT**

1. **PURPOSE:** To establish policy and procedures relative to the Prevention of Sexual Harassment (POSH).
2. **APPLICABILITY:** This policy applies to all personnel attached or assigned to Echo Company, 16<sup>th</sup> Ordnance Battalion.
3. **POLICY:**
  - a. Sexual harassment is a form of discrimination that involves unwanted sexual advances, request for sexual favors, suggestive comments or actions, and other verbal, nonverbal or physical conduct of a sexual nature.
  - b. Sexual harassment has no place in the military or civilian workplace. It is harmful to mission accomplishment, unit cohesion and readiness. Sexual harassment between employees or soldiers of equal rank undermines the close working relationship that normally characterizes Army units and installation staffs. It is even
  - c. The First Sergeant and Operations Sergeant will ensure that each member of this command is aware of the provisions of the policies stated in these letters. Also, this will ensure that incoming personnel read all policy letters for the Company, Battalion and Brigade immediately after starting in-processing.
  - d. The Operations Sergeant maintains the Master Company Policy Letters and publishes an updated index each quarter.
4. Each policy letter will be reviewed quarterly and updated as required.

THOMAS V. STOCKS  
CPT, OD  
Commanding 

DEPARTMENT OF THE ARMY  
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US Army Ordnance Mechanical Maintenance School  
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Policy Letter # 19 E Company

19 January 2001

**STORAGE AND ISSUE OF PERSONALLY OWNED WEAPONS**

1. Purpose: To establish responsibility and delineate procedures for the proper storage and issue of Privately Owned Weapons (POW).

a. Storage: Soldiers owning weapons that reside off post or in family housing may store their POWs in the HHC arms room. **Soldiers who own POWs and reside in Army Lodging will store their POWs in the arms room.**

(1) The HHC Company Commander will authorize storage of POWs in the HHC, 16<sup>th</sup> arms room. E Company must submit a memo to the HHC Commander with the following information:

- a. Soldier's Name, Rank, and SSN
- b. Make, Model, Description and Serial # of Weapon

(2) The soldier will be sent to the Provost Marshall's Office (PMO) to register the weapon on post. STEAP\_PM Form 16 must accompany the weapon in the arms room.

(3) Upon placing the weapon in the arms room, the soldier will receive a DA Form 3749 as his/her receipt. The service member must keep this at all times.


b. Issue: POWS and ammunition may be drawn from the arms room only upon giving three days notice and with the written approval of the soldier's commander.

(1) Upon surrender of his/her weapons card and verification of identity, by DD Form 2 (Active), the owner of the weapon will complete the weapons control sheet and only then will the weapon/ammunition be issued.

(2) Upon return, the armorer will ensure that the weapon has been cleared and that the weapon control sheet has been properly completed. Only then will the armorer return the weapons card to the owner.

(3) When clearing post, the soldier will bring a copy of his/her orders and DA Form 3749 to the arms room during duty hours and receive his/her weapon.

2. Additional information can be obtained from the undersigned at ext. 3-4294, or the HHC Arms Room NCOIC, [Bldg. 4313](#), ext. 3-5212.

THOMAS V. STOCKS  
CPT, OD  
Commanding 


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US Army Ordnance Mechanical Maintenance School  
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Policy Letter # 20 E Company

19 January 2001

**UNAUTHORIZED ACCESS TO MILPO, FINANCE, OR TRANSPORTATION**

1. Students are not authorized access to MILPO, Finance, or Transportation unless appointments have been made through E Company.
2. Students who wish to see personnel in MILPO, Finance, or Transportation must contact the E Company Orderly Room, ext. 3-2671/3979 to request an appointment. When the appointment is made, the student will be notified by E Company. It is the student's responsibility to contact MILPO, Finance, or Transportation if he or she is unable to attend the scheduled appointment.
3. Additional information can be obtained from the E Company Orderly Room, ext. 3-2671/3979.

THOMAS V. STOCKS  
CPT, OD  
Commanding 

DEPARTMENT OF THE ARMY  
E Company, 16<sup>th</sup> Ordnance Battalion  
61<sup>st</sup> Ordnance Brigade  
US Army Ordnance Mechanical Maintenance School  
Aberdeen Proving Ground, Maryland 21005-5295

Policy Letter #21 E Company

19 January 2001

**HOMETOWN NEWS RELEASE PROGRAM (HTNR)**

**1. Reference:**

- a. DA Pamphlet 360-3
- b. OCS IOM 360-1

**2. Purpose:** To outline policy and procedures for administering the unit hometown news program.

**3. Applicability:** This policy is applicable to all student personnel assigned to E Company, 16<sup>th</sup> Ordnance Battalion.

**4.** Following are story topics suitable for release:

- a. Promotion to grade E-3 or higher
- b. Receive an AAM or higher award
- c. Re-enlistment
- d. Retirement
- e. Receipt of College Degree
- f. Soldier or NCO of the month, quarter or year
- g. Suggestion awards of \$50 or more
- h. Graduation for all in-residence, non-specialty related schooling of 4 weeks or longer (Forms must come from the school).
- i. Civilian Employees
  - (1) Decoration for Exceptional Civilian Service
  - (2) DOD Distinguished Civilian Service Award
  - (3) President's Award for Distinguished Federal Civilian Service
  - (4) Receipt of Suggestion Award of \$500 or more.
  - (5) Graduation for Military Schools, as in paragraph 4h.


**5.** Personnel may complete a DD Form 2266 if any of the above story topics apply.

**6.** Completed HTNR Form must be submitted to Battalion S-1 within two working days.

Policy Letter #21 E Company  
Hometown News Release Program

19 January 2001

7. To ensure all personnel are aware of the HTNR Program, this policy letter will be brief to each class upon arrival.
8. E Company point of contact for HTNR is SSG Whipple or Ms. Janice Rice ext. 3-2671/3979.

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Policy Letter #22 E Company

19 January 2001

**ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAM**

1. **PURPOSE:** To establish policy and procedures relative to the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP).

2. **APPLICABILITY:** This policy applies to all personnel attached or assigned to Echo Company, 16<sup>th</sup> Ordnance Battalion.

3. **POLICY:**

a. For the purpose of ensuring compliance by E Company, 16<sup>th</sup> Ordnance Battalion to the 16 Ordnance Battalion's ADAPCP SOP; for purpose of alcohol and drug abuse, prevention, control, identification and implementation of all policies and procedures as prescribed by ATSL-SB-O (600-85d) except as outline below


b. E Company will test all officer and warrant officer students as a class at some point during their training.

c. All Reserve Component Warrant Officer Basic Course (RCWOBC), Reserve Component Warrant Officer Advance Course (RCWOAC), Reserve Component Officer Advance Course (RCOAC) classes will be exempt from urinalysis testing due the short training time at APG (12 days). All CLC3 classes will also be exempt for testing because they are tested during their training at FT. Lee, Virginia.

d. All permanent party personnel will participate in a urinalysis testing program. They will be subject to a random quarterly test. A minimum of 25% of all cadre members will be tested quarterly. This is due to the limited number of cadre members assigned.

e. E Company will use a number system to identify those to be tested. This number will be chosen according to the last digit of your social security number.

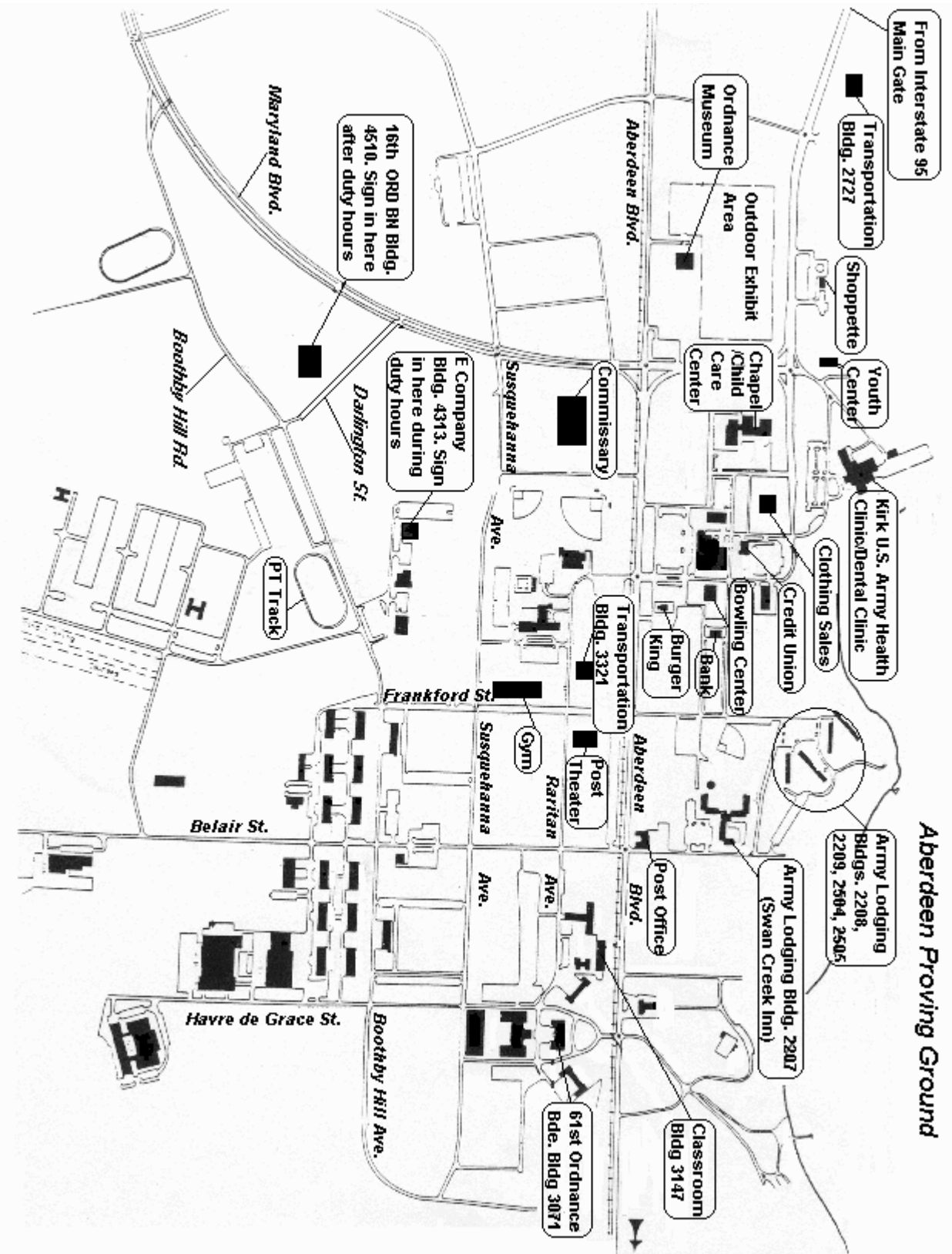
4. POC for this information is the undersigned.

THOMAS V. STOCKS  
CPT, OD  
Commanding 

**TAB H**

**MAP**

# Aberdeen Proving Ground



From Interstate 95  
Main Gate

Transportation  
Bldg. 2727

Shoppette

Youth  
Center

Kirk U.S. Army Health  
Clinic/Dental Clinic

Clothing Sales

Army Lodging  
Bldgs. 2208,  
2209, 2504, 2505

Army Lodging Bldg. 2907  
(Swan Creek Inn)

Ordnance  
Museum

Outdoor Exhibit  
Area

Chapel/  
Child  
Care  
Center

Commissary

E Company  
Bldg. 4313. Sign  
in here during  
duty hours

16th ORD BN Bldg.  
4510. Sign in here  
after duty hours

Maryland Blvd.

Boothby Hill Rd.

PT Track

Bank

Burger  
King

Transportation  
Bldg. 3321

Post  
Theater

Gym

Ravitan  
Ave.

Post Office

Classroom  
Bldg 3147

61st Ordnance  
Bde. Bldg 3074

Boothby Hill Ave.


Belair St.

Havre de Grace St.



**TAB I**

**APG PHONE DIRECTORY**

APG Directory Assistance	(410) 278-5201
Ambulance	(410) 306-0572
American Red Cross (after hours)	(877) 272-7337
Amtrak	(800) 872-7245
Army Community Service	(410) 278-7478
Army Emergency Relief	(410) 278-2508
Army Lodging	(410) 278-5148/5149
APG Federal Credit Union	(410) 272-4000
Bank of America	(410) 272-6907
Cable Company	(410) 272-7500
Chaplain	(410) 278-4333
Child Development	(410) 278-5748/3487/7479/9832
Claims Office	(410) 278-1591/1598
Clothing Sales	(410) 272-1312
Education Center	(410) 278-3385
Finance Office	(410) 278-7085
Fire Department	(410) 306-0572
Furnishings Branch	(410) 278-3301
Guest House	(410) 278-3856
Household Goods & Baggage	(410) 278-4084
Housing Office	(410) 306-2011
Identification Cards	(410) 306-2353/2389
Information, Ticketing & Registration	(410) 278-4011
Legal Office/JAG	(410) 278-1584/1583
Medical Services	
Acute/Minor Illness Clinic	(410) 278-1752/1725
Advice Nurse (Tricare)	(800) 308-3518
Community Health Nurse	(410) 278-1772
Dental Clinic	(410) 278-1796
Kirk U.S. Army Health Clinic	
Automated	(410) 278-1990
Toll Free Automated	(800) 823-1095
Tricare	(410) 278-1719/1881
Tricare Service Center	(888) 999-5195
Occupational Health	(410) 278-1913
Patient Assistance	(410) 278-1724
Walter Reed Medical Center	(800) 433-3574
Military Police	(410) 306-0564
Passport Information	(410) 306-2347
POV Shipment	(800) 631-5751
Schools (Harford County Public Schools)	(410) 838-7300
Telephone Company	(410) 954-6858
Transportation Office	(410) 278-2992
Travel – Carlson Wagonlit (official)	(410) 273-1100
Youth Services	(410) 278-4995 

**TAB J**

**FAQ/FEP**

## Frequently Asked Questions

***Q: What if I fly in? Where should I fly into and how do I get to APG?***

A: We recommend flying into Baltimore-Washington International (BWI). You can catch a cab from there to APG for approximately \$75. The [Amtrak](#) train has a direct route from BWI to the City of Aberdeen that costs \$18 with military I.D. and \$20 without. Keep your receipt to file with your TDY settlement.

***Q: What if I have a profile? Can I still attend?***

A: Yes, you can; however, you cannot attend a TRADOC school with a temporary profile. You must have a permanent profile. Your profile will allow you to do an alternate event during the APFT. Keep in mind that to graduate you must pass the APFT, and the aerobic event is the only part of the APFT that cannot be waived. Call E Company if you have any questions. We will work with you. Academic success is the most important aspect of the course.

***Q: Can we go to branch/DA while we are there?***

A: No. We will bring branch to APG to see you!!! You will receive a brief by the Ordnance Lieutenant Assignments Officer. He or She will bring the necessary forms to order your microfiche.

***Q: What about our report cards?***

A: You will receive an Academic Evaluation Report (AER) which covers the period of time you are here at OBC. You will be given a copy of your AER after graduation.

***Q: What about dependent travel?***

A: Since your orders do not authorize you to bring your dependents with you, you will not be reimbursed for the cost of moving your family to APG. You will only be paid to move your family from your original location to your first duty station.


***Q: What am I authorized to bring to OBC?***

A: You should bring those items annotated on the recommended packing list and the uniform packing list. You may also bring additional items that you feel will assist you in the course.

***Q: How long is the course?***

A: Approximately 18 weeks long.

***Q: Further questions?***

A: Contact E Co, 16<sup>th</sup> ORD BN at DSN 298-3979/2671 or toll free at 1-800-392-2015 ext. 3979/2671. You can also e-mail me directly at [ramon.sanchez@ocs.apg.army.mil](mailto:ramon.sanchez@ocs.apg.army.mil). 

## Frequently Encountered Problems

**Problem:** During in-processing, officers do not have sufficient copies of orders or complete orders with signature.

**Solution:** Ensure that you have copies of the front and back of your orders – the signature block should be on the back of the order. Bring at least 20 complete copies of your orders. Bring all amendments to your orders and DD Form 1610. Ensure that you have the same number of these forms as your orders. Check to make sure that your orders have all appropriate signatures, an official seal on the back, and clearance level.

**Problem:** Officers do not have all documents necessary to complete in-processing.

**Solution:** Ensure that you have all the items annotated in the [document checklist](#) located in Tab D of this book. It is very important that you have a DA Form 31 leave form when you arrive here. This form will cover you in the event that you encounter problems while traveling and cannot make it here on time.

**Problem:** Students with dependents are not prepared for overseas assignments for their families.

**Solution:** Once you know that you are going overseas, immediately begin preparations. Begin with getting all family members passports.

**Problem:** Army Reserve and National Guard Officers encounter problems that the unit cannot solve.

**Solution:** Ensure that you have a reliable POC at your unit should any problems arise. The POC may need to make changes or amendments to orders throughout the duration of the course. 